

## **Program Description/Textbook or Print Instructional Material**

Vendor: Thomson Learning/Course Technology Web Address: www.course.com

Title: Microsoft Word 2002 Complete Tutorial

Author: Pasewark Copyright: 2002

ISBN: 0-619-05890-0 Course/Content Area: Vocational and Career Education; Business Program; Word Processing

Intended Grade or Level: 9-12 Readability Level: 7.0 (Flesch-Kincaid)

List Price: 59.95 Lowest Wholesale Price: 44.25

*All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.*

Level of Accommodations (Level One, Two or Three) Level Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance It is not financially feasible for our products to meet Level One at this time.

## **FEATURES**

**DISCLAIMER:** The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

### **Content**

- Student data files are available
- Microsoft approved study guide for the Microsoft Office User Specialist program certification exam (Word Expert Level)
- Covers beginning through advanced features of the software
- Lessons contain objectives, step-by-step instructions, screen illustrations, tips, notes, Internet coverage, chapter summaries, end-of-chapter exercises, projects, and SCANS correlations.
- Unit reviews contain Command Summary, Review Questions, Applications, and On-the-Job Simulations.

### **Student Experiences**

- Extra challenging activities are provided, along with group activities to emphasize teamwork.

### **Assessment**

With a completion time of 75+ hours, this text is certified as Expert level for Microsoft Word. Ideal for introductory courses, this comprehensive book covers beginning through advanced features of the software.

### **Organization**

OFFICE UNIT

1. Getting Started with Microsoft Office XP

WORD UNIT

1. Word Basics

2. Basic Editing

3. Basic Formatting
4. Controlling Text
5. Helpful Word Features
6. Desktop Publishing with Word
7. Working with Documents
8. Increasing Efficiency Using Word
9. Sorting and Calculating
10. Customizing Tables and Creating Charts
11. Merging Form Documents, Mailing Labels, and Envelopes
12. Formatting Columns and Sections
13. Formatting Graphics and Text Boxes
14. Working With Long Documents
15. Editing in Workgroups
16. Creating Forms
17. Customizing Features
18. Creating Indexes and Tables of Contents

### **Resource Materials**

#### **Gratis Items To Be Provided And Under What Conditions**

Instructor's Resource Kit (0-619-05850-1) Free 1 per teacher

#### **Available Ancillary Materials**

### **RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS**

**DISCLAIMER:** The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

**NOTE:** *Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate “**not available**” in the space.*



# Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



<b>Title:</b> Microsoft Word 2002 Complete Tutorial <b>Cost</b> \$44.25			
<b>Publisher:</b> Thomson Learning/Course Technology			
<b>Item Evaluated:</b> Textbook			
<b>Copyright Date:</b> 2002		<b>Evaluator:</b> Donna Everett	
<b>Content Level:</b> 9-12		<b>Date of Evaluation</b> August 1, 2003	
<b>Level of Alternative Format</b>	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

## Overall Strengths and/or Weaknesses

**Disclaimer:** Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:	
<input checked="" type="checkbox"/>	Recommended by reviewers to State Textbook Commission
<input type="checkbox"/>	Not recommended by reviewers to State Textbook Commission

**Publisher's Explanation of Reviewer's Comments:** By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



# **Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business**



<b>Title: Microsoft Word 2002 Complete Tutorial</b>		<b>Publisher Thomson Learning/Course Technology</b>
<b>Technology Management Summary Data:</b>	20 possible points	_____0_____ points earned
Technology Management Comments: Cannot evaluate; CD not provided. However, publisher has strong support materials for all of its publications.		
<b>Technology Presentation/Interface Summary Data:</b>	40 possible points	_____0_____ points earned
Technology Presentation/Interface Comments: Cannot evaluate; CD not provided. However, publisher has strong support materials for all of its publications.		
<b>Content Summary Data:</b>	44 possible points	___18_____ points earned
Content Comments:		
<b>Instruction &amp; Management Summary Data</b>	52 possible points	_____42_____ points earned
Instruction & Management Comments:		
<b>Organization &amp; Structure Summary Data</b>	36 possible points	_____35_____ points earned
Organization & Structure Comments:		
<b>Resource Material Summary Data</b>	40 possible points	_____0_____ points earned
Resource Material Comments: No resource materials provided. However, publisher has strong support materials for all of its publications.		



# Group V - Career /Technical & Vocational/Practical Living

## Electronic Instructional Media Review Form

### Stand Alone/Independent or Integrated Software for Business



Equipment (circle or change fill color)
Windows
Macintosh
CD-ROM
DVD
Sound
Other

If other, explain

Grade Level (circle or change fill color)
Primary
Intermediate
Middle
High

Audience (circle or change fill color)
Individual
Small Group
Large Group

Format (circle or change fill color)
Stand Alone/Independent
Integrated
Supplemental
In lieu of basal text

Cost _____	
_____ single copy	_____ site license
_____ network version	_____ school version
_____ lab pack of ____ copies	_____ online

Type of Software: Check all that apply	_____ Simulation	_____ Management	_____ Interdisciplinary	_____ Problem Solving	_____ Tutorial
_____ Exploratory	_____ Creativity	_____ Drill and Practice	_____ Critical Thinking	_____ Utility	_____ Other:

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	
Allows students to exit and resume at a later time.	
Keeps a students performance record, where needed.	
Allows control of various aspects of the software (e.g., turning sound off).	
Allows for printed reports.	
Comments:	<b>Total</b>

Presentation/Interface	Rating
Presents material in an organized manner.	
Has consistent, easy-to-use, on-screen instructions.	
Has developmentally correct presentation format.	
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	
Accessible for special needs students.	
Runs smoothly, without long delays.	
Presents easy-to-view text and graphics.	
Presents easy-to-hear and understand sounds.	
Avoids unnecessary screens, sounds, and graphics.	
Provides immediate, appropriate feedback.	
Comments:	<b>Total</b>

Content—Business	Rating
Career Experiences	4
Employability Skills	4
Teamwork	0
Global Perspective	0
Mathematical Skills	0
Communication	2
Diversity	0
Ethical Practices	0
Academic Integration	0
Real World Application	4
Content Area Concepts Addressed	4
Comments:	<b>Total</b> <b>18</b>

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals	4
Engages Students	4
Develops Business Ideas	4
Promotes Student Thinking	4
Assesses Student Progress	4
Enhances The Learning Environment	4
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) "like" Assessment is provided	0
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	2
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	4
Differentiation techniques and activities suggested.	0
Comments:	<b>Total</b> <b>42</b>

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	4
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	4
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments:	<b>Total</b> <b>35</b>

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	
Extension activities including adaptations and accommodations for students with special needs.	
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	
Suggestions are made for integration of themes and /or interdisciplinary instruction.	
Integration opportunities suggested and examples given.	
Teacher resources are available online.	
Online resources available – Repeat of information in text.	
Online resources available – Practice skills only.	
Online resources available – New application materials.	
Comments:	<b>Total</b>

Rating Scale:	
4—All or the time	2—Minimally
3—Some of the time	1—None of the time
	0— Not applicable